**JOB DESCRIPTION**

**POSITION:** Accounting Specialist-AP

**REPORT TO: Director of Finance**

**STATUS: Full-time, Non-Exempt**

**JOB CLASSIFICATION: Associate II**

**WORK ARRANGEMENT: Hybrid, 3 days a week from San Francisco**

**SALARY RANGE: $60-$65,000/year**

**Application Deadline: URGENT HIRING;** Open until filled

**JOB PURPOSE:**

LightHouse for the Blind and Visually Impaired, headquartered in downtown San Francisco, is looking for a full time Accounting Specialist to fill a valued role in our growing organization in San Francisco, CA.

Under the Controller’s supervision, the Accounting Specialist is responsible for all aspects of cash receipts and accounts receivable follow up. The Accounting Specialist will support the CFO and Controller and will assist with month-end close procedures.

**QUALIFICATIONS:**

**Education or equivalent**:

High School diploma or equivalent required  
Associates or Accounting degree or equivalent preferred

**Experience**:

* Two years’ work experience preferably involving customer service and/or cash handling

Two years of transactional (accounts payable, cash receipts or payroll) accounting experience preferred

Other:

* Knowledge of basic computer and technology skills
* Preferred experience with Calendaring, Microsoft Office, Word, Excel, as well other Software Applications
* Strong organization and prioritization/time management skills that ensure timely completion of assigned projects
* Customer Service focus
* Positive attitude and strong work ethic
* Ability to work in a fast-paced environment
* Financial Edge NXT experience preferred.

**PHYSICAL REQUIREMENTS:**

* Ability to safely and properly use common office equipment
* Ability to sit or stand at a desk and perform computer-intensive work for long periods of time
* Ability to lift 20 1lbs periodically
* Ability to use computers and financial software

**JOB RESPONSIBILITIES:**

The person in this role has specific duties during the shift scheduled which are the following:

* The Accounting Specialist, during this post-COVID environment will be responsible for the following:
* Follows Financial Policies and Procedures
* Classifies, verify amounts, confirms accounts, and records payables
  + Ensures accurate and appropriate documentation and authorizations
* Process authorized payable payments
* Works with other departments in support of the accounts payables role
* Maintain and manage vendor records and files
* Responsible for 1099 process
* Reconcile statements, following up with calls for invoices if necessary
* Assists CFO and Controller with administrative functions
* Support and Assist the Finance Team during audits
* Cross-trains with Cash Receipts and Payroll Accounting Specialists
* Other duties as assigned

The Accounting Specialist is a full time, 5 days per week, hybrid position (3 days a week and in-person as needed).

Other Duties: Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**WORKING CONDITIONS:**

LightHouse for the Blind and Visually Impaired is an equal opportunity employer to all. We strive to maintain a scent-free environment and a drug-free workplace. We also operate under a mutual “employment at will” policy.

**Equal Opportunity**

LightHouse is an equal opportunity employer.  LightHouse policy and the law prohibit discrimination and harassment based on an individual’s race, ancestry, religion or religious creed (including religious dress and grooming practices), color, age (40 and over), sex, gender, sexual orientation, gender identity or expression, genetic information, national origin (including language use restrictions), marital status, medical condition (including cancer and genetic characteristics), physical or mental disability (including HIV and AIDS), military or veteran status, pregnancy, childbirth, breastfeeding and related medical conditions, denial of Family and Medical Care leave, height and weight, or any other classification protected by federal, state, or local laws, regulations, or ordinances.  Our policy and the law prohibit co-workers, third parties, supervisors, and managers from engaging in such conduct.

**Diversity and Inclusion:** LightHouse intentionally and actively works to minimize barriers to employment faced by many marginalized groups. As a result, we welcome applicants from diverse backgrounds and abilities, including but not limited to applicants who possess various disabilities, racial and ethnic backgrounds, sexual orientation, gender identities, and ages.

Miss that.

LightHouse personnel are employed on an at-will basis.  Employment at-will means that the employment relationship may be terminated, with or without cause and with or without advance notice at any time by the employee or the Agency.

We strive to maintain a scent-free environment and a drug-free workplace.  Employees are expected to behave in accordance with these objectives.

All employees at LightHouse are hired for an indefinite and unspecified duration and consequently, no employee is guaranteed employment for a specified length of time. Employment is at the mutual consent of the employee and LightHouse. Accordingly, either the employee or LightHouse can terminate the employment relationship at any time, with or without cause (“employment at will”).

How to Apply:

Please submit a cover letter and résumé as Word attachments (no .PDFs please), to [mburton@lighthouse-sf.org](mailto:mburton@lighthouse-sf.org), including the job title in the subject line. We will not consider videos or hyperlinks to online profiles. Due to time constraints, we will only respond to complete submissions in which there is serious interest; thanks for your understanding.